Further Particulars – Operations Manager


Duration of Contract: Permanent

Reporting to: The Bursar

Directly Line Manages: Clerk of the Works
Accommodation Manager
Lodge Manager
Head Gardener
Health and Safety Officer

Background

Green Templeton College (GTC) is the University of Oxford’s newest college. We are international in membership and outlook, lively and supportive in spirit, with an intellectual agenda focusing on issues relating to human welfare.

GTC is a graduate college with approximately 500 students, 80 fellows and 50 members of staff aiming to lead the way in postgraduate education at the University of Oxford. It aims to be a truly contemporary college: friendly, informal, outward-looking, and future-focused in a traditional Oxford setting. College staff are expected to have an empathy with the aims and culture of Higher Education.

GTC is situated between the Radcliffe Observatory and Observatory Street on Woodstock Road, within easy walking distance of the City Centre, the Saïd Business School, and the University Science Area.

Job Description

Main Purpose of Job:

The Operations Manager will be part of the College’s senior management team and will lead teams responsible for Estates and Maintenance, Accommodation and
Cleaning, Garden and Grounds, Lodge and Security plus Health and Safety. Although the post holder will head up a large team, he/she will be expected to be actively involved in the College’s systems and processes and provide cover within the team, when required and appropriate. There is an emphasis on teamwork across departments aimed at ensuring a welcoming and efficient front of house service.

**Reporting** – The Operations Manager will report directly to the Bursar and will attend certain College Committees ex officio. In addition the Operations Manager will work closely with College Officers particularly the Vice Principal and Dean along with the President of the GCR. Externally the Operations Manager will have an important role representing the College within the University and as a key point of contact with certain external bodies such as the emergency services and local authorities.

**Direct Reports** - The Operations Manager is responsible for 5 direct reports who supervise around 20 staff.

**Key Tasks and Major Responsibilities:**

The Operations Manager will be responsible for the following areas:

**People Management**

- Recruitment, training, appraisal and performance management of all staff who directly report in to this post.
- Provide direction, support and assistance to staff who report into this post

**Estates Management**

- To supervise, advise and inspect the work of the Maintenance and Accommodation Teams where appropriate
- In conjunction with the Bursar, managing the engagement and activity of contractors and the management of major restoration or construction projects.

**Financial Management**

- Assisting the Bursar with the preparation of the annual College budget, and longer-term financial plans for the areas for which responsible
- The Operations Manager is responsible for managing, but may delegate as agreed by the Bursar, the following budgets: Central Premises (including maintenance) and with Student Accommodation - Off Site Accommodation Costs, Main Site Accommodation Costs and Housekeeping
- In addition the Operations Manager may be responsible for individual project budgets as agreed by the Bursar
Health and Safety

- To Chair the College Health and Safety Committee and to line manage the Health and Safety Officer.
- To maintain and up to date knowledge of legislation and regulatory developments with the aim of ensuring that GTC is compliant
- To be responsible for compliance with ACOP, the approved code of practice relating to student accommodation
- To ensure the Teams comply with all relevant health and safety policy, procedures and codes of practice.

Other duties

- Working with the Bursar on ad hoc projects
- Deputise for the Bursar when required
- To undertake any other duties reasonably required

Operations Manager— Person Specification

Experience and Knowledge

- Have extensive experience of operating at a management level in a high quality organisation in the service sector. Essential
- Experience of maintenance, construction and conservation practices Essential
- Experience of domestic and security provision Essential
- Experience of compliance with legislation and regulations relevant to the position Essential
- Experience of managing and developing a staff team Essential
- Proven successful budgetary experience Essential
- Demonstrate an empathy with the aims and culture of Higher Education Essential

Skills

- A competent user of IT who can demonstrate use of technology to streamline and improve processes Essential
- High level of self-motivation and ability to work independently Essential
- Confidence to deal assertively and professionally with senior managers and Fellows of the College Essential
- Have a “hands on” practical approach and not be adverse to providing support to the colleagues when needed Essential
- Able to work under pressure to ensure deadlines are met Essential
- Able to work productively as part of a team  
  Essential
- Proven ability to manage own workload and delegate effectively  
  Essential
- Ability to take a strategic overview of the College’s plans  
  Essential

- **Other**

- A flexible approach to working time and ability to work some  
  Evenings during term-time  
  Essential

**Terms and Conditions of Employment**

**Employer:** Green Templeton College. The College is an independent employer  
and does not automatically apply University of Oxford employment  
terms and conditions or policies.

**Reporting:** The Bursar

**Location:** The successful applicant will be based on the site at Green Templeton  
College, Woodstock Road, Oxford, OX2 6HG. The post may require  
travel to and work at other College and University sites.

**Duration:** Permanent position available immediately. The position is subject to  
a six month probationary period.

**Hours:** Working hours are 37.5 hours per week. The post holder will be  
expected to attend regular meetings in evenings during term-time for  
which overtime is not payable. Time off in lieu may be taken to  
compensate.

**Salary:** Salary Scale 9 - £47,263 p.a. - £54,765 p.a.

**Holiday:** 38 days per annum (including 8 Bank Holidays and three college  
closure days). Additional long service holidays apply after 5 years.

**Sickness:** Related to the length of service, rising to six months full pay and six  
months half pay after five years of service.

**Pension:** The post is pensionable and the post holder eligible for membership  
of the Universities Superannuation Scheme (USS), a contributory final  
salary pension scheme.

*Free lunches are provided when the kitchens are open.

** Parking is available on site on a first come first served basis. This is not a  
contractual benefit and may be removed if the needs of the College change.
How to apply

Please submit the following, quoting job reference number GTC-135 to hr@gtc.ox.ac.uk

A curriculum vitae giving details of relevant achievements as well as your educational and professional qualifications.

A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.

Details of your latest salary, notice period and names and contact details of two referees. We will assume that we are free to approach referees at any stage of the application process unless the applicant states otherwise. Please state such requirements explicitly alongside the details of the relevant referee(s);

Telephone contact numbers, which will be used with discretion.

It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.

Recruitment Timetable

The closing date is Friday, 28th September 2018 at 12 noon. Interviews are likely to take place in w/c 15th October 2018 and as there are several staff members involved in the selection process it will not be possible to alter the interview date, once agreed.

In the interests of economy we will only contact those candidates who have been shortlisted for interview and they will be informed by telephone or email. Applicants are welcome to telephone or e-mail to check the progress of their application.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy.

Travel Expenses

The College will reimburse receipted travel expenses to interview at the rate of a second class rail fare, within the UK.